Associate of Science in Nursing Program

Nursing Student Handbook

2019-2020

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Program policies are subject to revision. Nursing students are notified by written notice of revisions.
Revised: August, 2008; July, 2009; June, 2011; September, 2012; May, 2014; May, 2015; August, 2018; February, 2019; August, 2019

WELCOME NURSING STUDENTS

Welcome to River Valley Community College (RVCC) Associate of Science in Nursing Program! We are excited that you decided to join our nursing program. This is an exciting time to be a nursing student at RVCC, as many positive changes been occurring within the past few years.

The RVCC Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) through 2021. This accreditation ensures that our nursing program meets ACEN standards of educational quality through continual assessment and evaluation.

The RVCC Nursing Program, along with the Respiratory Therapy Program, received funding to build an interdisciplinary simulation lab. This will provide opportunities for nursing students to practice as clinicians in a life-like healthcare environment learning with other Allied Health disciplines. Learning through interdisciplinary simulation offers students better opportunities to observe, learn, and practice/apply teamwork, collaboration, communication, and critical thinking skills. These experiential experiences are evidence-based opportunities when transitioning to practice upon graduation.

The RVCC nursing faculty possess diversity in classroom and clinical expertise. You will get to meet all of them throughout the course of your education, either through face-to-face interactions, across the screen during simulcast lectures, or in the clinical experience. They all are qualified and credentialed nurse educators and are excited to be involved in RVCC's nursing program. They bring a variety of nursing experiences and years of clinical practice to share with you in your respective educational journeys.

This **Nursing Student Handbook** is an important tool to ensure understanding of the current program policies and expectations of nursing students. Please review carefully for full understanding. During the first week of class, we take time to discuss the policies and answer any questions you may have. Along with this handbook, please review the **RVCC Student Handbook** for general policies and procedures.

We hope you will engage in student activities not only in the nursing program, but throughout the college. Some of the opportunities include becoming a member of the Nursing Club and the Student Senate. Through these organizations you will have opportunities to participate in community service events, health activities, and fund-raising. We are excited to you have joined our nursing program, and will support you throughout this educational journey.

Best Regards,

Denise Ruby

Denise Ruby MSN, RN
Department Chair, Nursing and Respiratory Therapy
Professor of Nursing

Full-Time Faculty Roster
2019-2020

Denise Ruby	ASN – New Hampshire Technical Institute
Professor	BSN – University of New Hampshire
Department Chair	MSN – Norwich University
Sonya Kuykendall	BSN – California State University
Professor	MSN – Indiana Wesleyan University
Claremont Program Coordinator	
Connie Powell	BSN – Franklin Pierce University
Associate Professor	MSN – Franklin Pierce University
Aime Reed	BSN – Franklin Pierce University
Associate Professor	MSN – Franklin Pierce University
Keene Program Coordinator	
Melanie Whitaker	ASN – New Hampshire Technical College
Associate Professor	BSN – Rivier University
	MSN – Norwich University

Part-Time Faculty Roster
2019-2020

Eileen Glover	
Marissa Hill	Nicole Morris
Brooke Houghton	Janice Morton
Lori Kast-Feenstra	Joyce Nielsen
Clara Knapp	Cynthia Smith
Rachel Lynch	

2019-2020 Common Academic Calendar

2019	
Friday, August 9, 2019	180 and 216 Day Staff Return
Monday, August 12	10 Month and 11 Month Faculty Return
Monday, August 26	Fall Semester Classes Begin
Monday, September 2	Labor Day Holiday – No Classes and Offices Closed
Tuesday, September 3	Last Day to Add a Course without Instructor Permission
Monday September 9	Last Day to Drop a Full Semester Course with Full Refund
Friday September 13	Last Day to Resolve "I" Grades from Summer 2019
Tuesday October 15	System Symposium
Tuesday October 29	Last Day to Withdraw with "W" Grade from a Full Semester Course (60% point)
Monday, November 11	Veterans' Day Holiday – No Classes and Offices Closed
Tuesday, November 12	Registration Opens for 2020 Spring Semester
Thursday, Nov. 28-Friday, Nov. 29	Thanksgiving Holiday – No Classes and Offices Closed
Saturday, December 14	Last Day of Classes for Fall Semester
Monday, December 16	Grades Due / Last Day of Faculty Responsibility for 10 Month & 11 Month Faculty for Fall Semester
Wednesday, December 18	Last Day of Responsibility for 180 and 216 Day Staff for Fall Semester
Tuesday, December 24	Chancellor's Day Holiday – Offices Closed
Wednesday, December 25	Christmas Day Holiday – Offices Closed

2020	
Wednesday, January 1, 2019	New Year's Day Holiday – Offices Closed
Monday, January6	180 and 216 Day Staff Return
Wednesday, January 8	10 Month and 11 Month Faculty Return
Tuesday, January 14	Winter Convening
Monday, January 20	Martin Luther King Jr./Civil Rights Day Holiday - Offices Closed
Tuesday, January 21	Spring Semester Classes Begin
Monday January 27	Last Day to Add a Course without Instructor Permission
Monday February 3	Last Day to Drop a Full Semester Course with Full Refund
Friday, February 7	Last Day to Resolve "I" Grades from Fall 2019
Monday, February 17	Presidents' Day Holiday – No Classes and Offices Closed
March 16-20	Spring Break – No Classes
Monday, March 23	Registration Opens for 2020 Summer and Fall Semesters
Monday, March 30	Last Day to Withdraw with "W" Grade from a Full Semester Course (60% point)
Saturday, May 9	Last Day of Classes for Spring Semester
Monday, May 11	Grades Due
Monday, May 18	Last Day of Responsibility for 10 Month Faculty for Spring Semester (except for commencement and commencement activities), as determined by assigned Commencement duties
Tuesday, May 19	Last Day of Responsibility for 180 Day Staff for Spring Semester, as determined by assigned Commencement duties
Monday, May 25	Memorial Day Holiday – Offices Closed
TBD *by each college*	Last Day to Resolve "I" Grades from Spring 2020
Friday, July 3	Independence Day Holiday (Observed)– Offices Closed
Thursday, July 9	Last Day of Responsibility for 11 Month Faculty for the Academic Year
Friday, July 10	Last Day of Responsibility for 216 Day Staff for the Academic Year
Thursday, July 30	Last Day of 2019-2020 Academic Year

RIVER VALLEY COMMUNITY COLLEGE MISSION STATEMENT

River Valley Community College transforms lives by providing a quality and affordable education through innovative personal approaches to lifelong learning and career pathways.

NURSING PROGRAM MISSION STATEMENT

The associate of science in nursing degree nursing program advances the mission of the River Valley Community College through excellence and accessibility to a pre-licensure registered nurse program of study. The associate of science in nursing degree program exists to support students in achieving their personal and professional goals as responsible and contributing members of the nursing profession and of their communities. This program prepares students to take the national council licensing examination, begin employment, and practice as registered nurses.

NURSING PROGRAM PHILOSOPHY

The nursing metaparadigm of person, health and wellness continuum, nursing, environment, and teaching/learning are foundational concepts which merge with the values and beliefs of the nursing faculty to create and maintain the nursing curricula. Supported with a foundation of science and liberal arts, the curriculum focuses on health and wellness and nursing concepts. The curriculum focuses on acquisition of prelicensure knowledge, skills, and attitudes of QSEN competencies using the Dreyfus model of skill acquisition and the work of Dr. Patricia Benner. Nursing students begin the program of study at the novice level, and by integrating classroom theory, laboratory and clinical learning experiences, end the program at the proficient level, preparing them for clinical practice as a competent new graduate nurse.

Person: The faculty believes that every person is a holistic being with unique biophysical, psychosocial, intellectual, cultural, and spiritual dimensions. People share common and universal needs for physiologic well-being, safety, love and belonging, recognition and self-esteem, and self-actualization. An individual's needs are influenced by society, culture, genetics, and the environment. People function within their individual context and have the ability and right to make their own health care decisions that maximize their health potential. A person has a perception of health and that perception of health influences their behavior and choices.

Health Wellness Continuum: Health is a dynamic state along a continuum, and includes physical, mental, and social well-being. The World Health Organization (WHO) defines health as a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. Maintaining health is a dynamic process and is affected by the developmental stage, the environment and the person's individual beliefs and values. As nurses, we promote the ability of the individual to achieve optimal wellness.

Nursing: Nursing is a unique combination of the arts and sciences. Nurses are compassionate and competent providers of care who protect, promote, and optimize the health and abilities of people. Nurses take action to prevent illness and injury, alleviate suffering through the diagnosis and treatment of human response, and advocate for the health care of individuals, families, and groups. The nursing process is a highly interactive, problem-oriented model which nurses use to provide holistic individualized care. The goal of the nursing process is to help people with health care needs to achieve homeostasis or to help them die with dignity. The nurse formulates clinical judgments based on evidence from the natural and behavioral sciences and humanities to accomplish this goal. Nurses use nursing presence to develop a therapeutic nurse-patient relationship in order to interact with individuals, families and groups.

Environment: The environment is comprised of the internal and external forces that create the context in which the person interacts and functions. Internal and external environmental factors affect health outcomes. Along with genetics, personality traits, culture and life choices, the environment is a co-determiner of health and illness. Nurses consider biological, psychological, developmental, sociological, and spiritual dimensions in creating the nurse-patient relationship within a healthy environment that prevents illness and promotes health and wellness.

Teaching/Learning: The faculty believes that teaching and learning are cooperative processes with shared responsibility for achievement. Teaching the art and science of nursing requires establishing a partnership between students and faculty. The role of nursing faculty in this process is one of facilitator who provides resources, incentives, and a nonthreatening milieu in which the learner is comfortable to engage with others. The role of the learner in this process is that of preparing prior to class, participating in learning activities, and questioning when unsure.

We believe that nursing skills are developed through clinical practice. On-going faculty evaluation of students and students' evaluation of teaching faculty are integrated in each course. These evaluations are essential assessments for program quality improvement and curriculum development. Core nursing competencies advance from simple to complex and are integrated and assessed at regular intervals in the program.

Learning is a continual, life-long process. The faculty believes that the availability of multiple entrance and exit options in nursing education is necessary for adult learners to meet their career goals. The associate degree in nursing provides a foundation for advancement to higher education and an expansion of nursing skill and career options.

Approved: February, 2014; Reviewed August, 2018; Revised March 2019

AMERICAN NURSING ASSOCIATION CODE OF ETHICS

Provision 1
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2
The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4
The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5
The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6
The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7
The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9
The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

To access the ANA Code of Ethics with Interpretive Statements:
http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015

RIVER VALLEY COMMUNITY COLLEGE
CONCEPTUAL FRAMEWORK SCHEMATIC
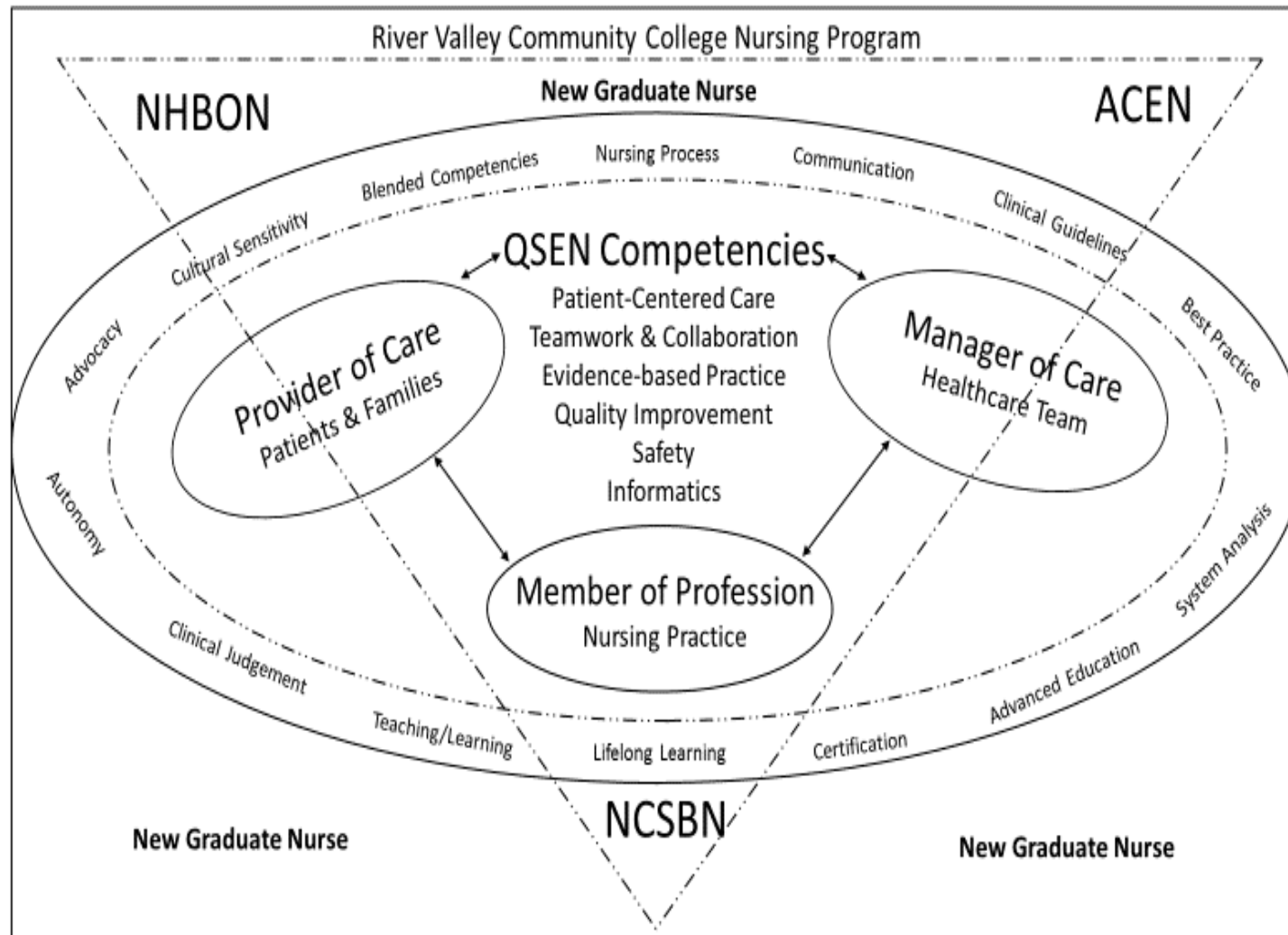
CONCEPTUAL FRAMEWORK

The conceptual framework guiding the nursing program of study is grounded in the work of Dr. Patricia Benner which utilizes the Dreyfus Model of Skill Acquisition to promote competencies which progress from basic concepts to more complex across the curriculum. At the beginning of the program, individual learners are seen as novice nursing students who, after successfully completing all program requirements, become competent new graduate nurses.

Each course incorporates learning experiences that facilitate student accomplishment of the program objectives related to six areas; patient-centered care, evidence-based practice, safety, quality improvement, informatics, and teamwork/ collaboration. Major concepts are threaded throughout the educational experience at River Valley Community College's Nursing Program and include the nursing process, the nurse as provider and manager of care, legal and ethical practice, environment, teaching and learning process, the health wellness continuum, person, and professionalism. As a graduate nurse, the individual demonstrates skills, attitudes, and knowledge that are essential for safe and effective nursing practice.

ASN PROGRAM OUTCOMES

1. Eighty percent (80%) of students will graduate from the River Valley Community College Nursing Program within three years of the initial admission into the program.

2. The first-time pass rate for River Valley Community College nursing graduates is equivalent to or exceeds the national pass rate for first-time test takers who are graduates of associate degree nursing programs.

3. Within six months of graduation from the River Valley Community College Nursing Program, ninety percent (90%) of the graduates will be employed as Registered Professional Nurses.

Approved: February, 2014; Reviewed May, 2015; Revised August, 2018; Revised March 2019

STUDENT LEARNING OUTCOMES

Graduates of the River Valley Nursing Program will:

Patient-Centered Care
A1. Recognize the patient or designee as the source of control and a full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs.

As evidenced by:
- Demonstrating culturally competent, patient-centered care for patients and families across the lifespan in a variety of clinical settings using nursing process as a systematic approach for organizing, planning, implementing, and evaluating care.
- Providing equal and respectful care for patients and families from all socioeconomic backgrounds and cultures.

- Using interpersonal skills and professional values to create a therapeutic, caring relationship with the patient and family.
- Demonstrating collaboration and coordination with patients and families when making clinical decisions regarding nursing care.

Teamwork and Collaboration

B1. Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.

B2. Collaborate with the patient and family using effective communication to develop patient-centered, goal-oriented, culturally appropriate plans of care.

As evidenced by:
- Demonstrating collaboration with the healthcare team in planning care for patients and their families using ethical, legal, and regulatory frameworks of professional nursing.
- Setting priorities and organizing the delivery of nursing care to individuals and groups that is safe, effective, efficient, and collaborative.
- Demonstrating civility and professional behaviors when communicating and collaborating with patients, families, nurses and other healthcare professionals.
- Using clear, concise, accurate verbal and written communication when interacting with patients, families, nurses, and other healthcare professionals.

Evidence-Based Practice

C1. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

As evidenced by:
- Employing teaching and learning principles to foster patient education, health promotion, illness prevention, or self-management of chronic disease using current evidence-based resources.
- Utilizing current, evidence-based practice guidelines when providing care to patients and their families.
- Incorporating evidence-based research findings into nursing practice.

Quality Improvement

D1. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care.

D2. Use self-reflection for continuous improvement in professional actions, behaviors, and clinical practice.

As evidenced by:
- Researching current evidence on best practices in patient safety, clinical practice, and effective system processes.
- Identifying systems and processes in nursing and healthcare that are unsafe, inefficient, or pose a risk for nurses and/or patient populations.
- Advocating for patient safety by utilizing quality improvements initiatives within healthcare settings.

- Practicing self-reflection for personal growth and improvement within the nursing profession.

Safety

E1. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

E2. Integrate knowledge, judgement, and skills to practice nursing safely and competently within structured health care settings.

As evidenced by:
- Setting priorities and organizing the delivery of nursing care to individuals and groups in a way that is safe, effective, efficient, and collaborative.
- Basing clinical decisions and nursing judgement using current best practice guidelines and evidence-based research.
- Demonstrating accountability for nursing care given directly or through delegation.
- Practicing self-reflection of clinical knowledge, skills, and attitudes to enhance individual performance as a nursing professional and clinician.

Informatics

F1. Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

As evidenced by:
- Providing clear, concise, complete, and accurate documentation of nursing care for individuals or groups using unambiguous language.
- Maintaining privacy and confidentiality of all health information using professional codes of ethics, agency policies, and state or federal privacy legislation.
- Utilize health records to identify potential health problems, insure safe medication administration, assist in clinical decision making, and ensure quality nursing care based on objective data, physician orders, and facility policies.

<div align="center">References</div>

American Nurses Association (2015) *Code of Ethics for Nurses with Interpretive Statements.* Washington, DC: American Nurses Publishing.

Benner, P. E. (1984) From novice to expert: Excellence and power in clinical in clinical nursing practice. *American Journal of Nursing*, *82*(3), 402-407.

Dreyfus, S. E. (2004). The five-stage model of adult skill acquisition. *Bulletin of Science, Technology, & Society, 24*(3) 177-181

Institute of Medicine (IOM) (2011). *The future of nursing leading change, advancing health.* Washington, DC: National Academies Press

National Council of State Board of Nursing (2019) *NCSBN Model rules.* Retrieved from https://www.ncsbn.org/model-acts.htm

Quality and Safety Education for Nurses (QSEN). (2018). *QSEN competencies.* Retrieved from http://qsen.org/competencies/pre-licensure-ksas/

ASSOCIATE OF SCIENCE IN NURSING PROGRAM MAP

Semester #1

COURSE #	COURSE NAME	PRE/COREQUISITES	CREDITS	SEMESTER	GRADE EARNED	TRANSFER
BIOL 201R	Anatomy & Physiology I	High School Chem.	4			
PSYC 101R	Intro. to Psychology		3			
ENGL 102R	College Composition		3			
ADNR 105R	Nursing Seminar I	ADNR 116R	1			
ADNR 116R	Nursing Care I	PSYC 101R & SCI 201R	7			

Semester #2

COURSE #	COURSE NAME	PRE/COREQUISITES	CREDITS	SEMESTER	GRADE EARNED	TRANSFER
BIOL 202R	Anatomy & Physiology II	SCI 201R	4			
PSYC 114R	Human Development		3			
Math XXX	Elective		3 or 4			
ADNR 117R	Nursing Care II	ADNR 116R	9			

Semester #3

COURSE #	COURSE NAME	PRE/COREQUISITES	CREDITS	SEMESTER	GRADE EARNED	TRANSFER
BIOL 205R	Microbiology	SCI 201R	4			
ADNR 220R	Nursing Care III	ADNR 117R	9			

Semester #4

COURSE #	COURSE NAME	PRE/COREQUISITES	CREDITS	SEMESTER	GRADE EARNED	TRANSFER
Humanities, F/A, Lang. Elective	Humanities Elective		3			
ADNR 235R	Nursing Seminar II	ADNR 105R	1			
ADNR 230R	Nursing Care IV	ADNR 220R	10			

Total Program Credits = 64-65

SUCCESS STRATEGIES

♦ Take advantage of **Tutoring** Services.

♦ Meet with your **Academic Advisor** every semester.   ♦ Check your **student email** daily.

♦ Consider **Summer courses** to catch up or get ahead.   ♦ Explore **Transfer** opportunities.

Revised August 2018; March 2019

NURSING PROGRAM POLICIES

The following policies directly relate to processes and expectations of students in the nursing program. It is the student's responsibility to read this handbook and be familiar with these policies. Failure to do so does not negate any student responsibility related to violation of any of the policies. Failure to comply with any of the policies in this Handbook may result in a conference with the nursing faculty involving in the instruction and/or Department Chair of the Nursing Program with the student developing an action plan for behavioral change. Behaviors that are addressed with the student by the full-time or adjunct faculty but result in no change of behavior may result in and Administrative Failure (AF) and dismissal from the course or River Valley Nursing Program. An Administrative failure (AF) in one section of the course, results in failure of the entire nursing course. Safety or privacy violations during work-based clinical learning may result in the student being removed from the clinical setting, an Administrative Failure (AF) from the course, and dismissal from the nursing program.

STUDENT CODE OF CONDUCT

Civility in Nursing

Civility is a critical principle, behavior, and attitude of professionalism in healthcare. Civility is a behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication, and team collaboration. All students are expected to behave with civility when interacting with other students, faculty, and other individuals involved in the teaching-learning process.

Uncivil Behavior Examples
Examples of uncivil behavior which are discouraged include but are not limited to:
1. Demeaning, belittling or harassing others.
2. Rumoring, gossiping about or damaging a classmate, instructor, clinical agency, or clinical agency employee's reputation.
3. Habitually interrupting or undermining faculty instruction.
4. Lack of attention to instruction or college communications, including not checking and responding to email communication.
5. Sending emails or posting information online or via social media that is inflammatory in nature.
6. Yelling, screaming, or demonstration of inappropriate displays of temper at instructors, peers, clinical agency staff, or any RVCC nursing program staff.
7. Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm (physical, emotional, reputational).
7. Consistently arriving late to class.
8. Knowingly withholding information needed by a peer, preceptor, instructor, clinical agency staff, or nursing program staff.
9. Discounting or ignoring input from instructors or preceptors regarding classroom and/or clinical performance or professional conduct specific to the profession and standards of nursing and expectations of the college.

Student Responsibilities and Professional Behaviors

The following are guidelines of the general academic responsibilities and professional behaviors that are expected of all RVCC nursing students**.** Students will receive verbal or written warnings of violation of expected behaviors by faculty or the Department Chair. It is then the student's responsibility to modify the behavior for which the warning was given. **Failure to comply to any noted code of conduct**

violations may result in an Administrative Failure (AF) in the course and possible dismissal from the nursing program.

Academic Responsibilities

- Adhere to the college policies/procedures, nursing program policies/procedures, and healthcare facility policies/procedures as noted in current handbooks, CCP modules, orientation modules, and as instructed by nursing faculty.
- Acknowledge that learning is accomplished through faculty facilitation, self-directed learning, and interaction with others.
- Nursing courses must be taken in sequential order with a minimum grade of "B-" (80%) achieved in each nursing course to progress to the next course.
- Students may request transfers of general education courses taken at other college with a "C" grade achieved or better. See rules for transfer of credits in the RVCC student handbook.
- Students should work no more than 20 hours per week and be available for all classes on scheduled class days and times.
- Arrive on time to class, lab, and clinical and be engaged in the learning.
- Attend all nursing classes, lab sessions, and work-based clinical learning experiences.
- Complete homework and other assignments on time and submit according to instructions.
- Complete all work using academic integrity and following the direction of the instructor.
- Check their school email every day when school is in session and every week during vacation time.
- Take personal responsibility for submitting and maintaining current required documents.
- Take personal responsibility for engaging in learning and success in the nursing program.

Professional Behaviors

- **Attentiveness** – Students are required to regularly attend class. The student is consistently on time for lectures, labs, and clinical experiences and stays until the conclusion of presentations or activities. The student is alert and demonstrates attentiveness during the presentation.
- **Demeanor** – The student has a positive, open attitude toward peers, instructors, and others during all interactions. He/she functions in a supportive and constructive fashion in group situations.
- **Maturity** – The student functions as a responsible, ethical, law-abiding adult. He/she is accepting of, and makes good use of, feedback and evaluations.
- **Cooperation** – The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, freely giving and accepting in the interchange of information.
- **Moral and Ethical Standards** – The student respects the rights and privacy of all individuals, is knowledgeable and compliant with the American Nursing Association Code of Ethics and abides by all HIPPA and privacy policies per the RVCC nursing program, CCP orientation module, and the healthcare facility.
- **Responsibility** – Students are required to submit documents prior to admission to the nursing program as well as updating such documents as they become due. The student needs to take full responsibility for insuring all documents are current and submitted when due.
- **Academic Integrity** – The student completes academic work honestly and in accordance with instructions. Plagiarism, unauthorized work sharing, use of unauthorized devices or reference materials, cheating or other failure to adhere to instructions for examinations or assignments is a violation of the nursing program professional standards.

- **Personal Appearance** – The student's personal hygiene and dress is expected to reflect the high standards of the nursing profession.
- **Chain of Command** – In nursing, like many other professions, concerns and conflicts are managed by movement along a "chain of command." The chain of command in its simplest definition is the line of authority and responsibility along which decisions are made. Nursing Program students are expected to resolve concerns/issues by following the chain of command: immediate theory, lab, or clinical instructor, nursing advisor, Nursing Program Coordinator, Department Chair. Students should **never** attempt to resolve concerns by contacting clinical agency personnel directly.

Revised March 2019

ATTENDANCE POLICY

Regular attendance in the classroom, laboratory, and clinical is necessary for students to meet the stated objectives of the program and hours required by the New Hampshire Board of Nursing. Absences may make it impossible for a student to meet course objectives and time requirement. Excessive absences may result in an Administrative Failure (AF) in the course.

Absences

A. **Classroom/Lab Absences**
   Greater than two (2) absences from a class and/or lab learning session will be considered excessive and result in a meeting with the Department Chair and Academic Advisor to discuss repercussions of future absences. An academic warning will be given to the student for notification that any further absences may result in an Administrative Failure (AF) in the course.

B. **Clinical Absences**
   One (1) Day/Week Clinical Rotations
   Greater than one (1) absence from a clinical learning session will be considered excessive and result in a meeting with the Department Chair and Academic Advisor to discuss repercussions of future absences. A clinical warning will be given to the student for notification that further absences may result in an Administrative Failure (AF) in the course.
   Two (2) Day/Week Clinical Rotations
   Greater than two (2) absence from a clinical learning session will be considered excessive and result in a meeting with the Department Chair and Academic Advisor to discuss repercussions of future absences. A clinical warning will be given to the student for notification that further absences may result in an Administrative Failure (AF) in the course.

C. **Absences within an Academic Week**
   Absences of greater than one (1) day in a academic week may be counted as one absence if a physician note or other documentation is provided. If the illness or injury results in an absence of greater than one (1) academic week, students must contact the Department Chair and Academic Advisor in order to discuss repercussions from future absences.

D. **Absence from Physical Injury**
   Students with absences resulting from physical injury must submit documentation from their healthcare provider clearing them to safely attend clinical. Any injury that prevents a student from attending clinical will result in an absence being given. If the injury will result in an absence of

greater than one (1) clinical week the student must contact the Department Chair and Academic Advisor in order to discuss repercussions from excessive absences.

E. **Make-Up Learning Sessions**
Students are encouraged to develop a plan to make up classroom, lab, and/or clinical learning sessions where possible. Requests to attend an alternate lab should be addressed with the instructor teaching the lab. Requests to attend an alternate clinical should be discusses with the clinical instructor. Requests for make-up learning sessions should be limited to one (1) time each semester. The instructor has the right to deny the request. All make-up sessions should fall within the academic semester that the course is scheduled.

PROFESSIONALISM POLICY

Punctuality

A. **Class/Lab Punctuality**
Students are expected to arrive at least five (5) minutes prior to the scheduled class or lab in order to be prepared for the learning session to begin. Students not arriving by the scheduled time will be considered tardy with a notation being made on the attendance record. Greater than two (2) tardy arrivals will result in a meeting with the Department Chair and Academic Advisor with an academic warning being given.

B. **Exam Punctuality**
Students are expected to arrive at least five (5) minutes prior to a scheduled exam in order to be prepared for the exam to begin. Students not arriving by the scheduled time will be refused admission to the testing room. Students must arrange to take the exam at the next available time. There will be a penalty of 5% reduction in the grade for late testing. Exams must be taken within one (1) week of the scheduled exam date or an additional penalty of 5% reduction in the grade will occur.

B. **Clinical Punctuality**
Students are expected to arrive to clinical and be prepared for the clinical learning session at the time designated by the clinical instructor**.** Any student not arriving on the clinical unit by the scheduled time will be considered tardy and may be dismissed from the clinical facility, resulting in an absence for the clinical day.

C. **Assignment Punctuality**
Students are expected to submit assignments according to instructed deadlines. If a student has outstanding assignment(s), it will be at the discretion of the instructor whether that student will be allowed to attend class, lab, or clinical. Any learning sessions missed due to outstanding assignments will be considered absences until the time with which the assignment(s) are submitted.

Engagement

A. **Participation**
Classroom/Lab
Students are expected to actively engage in all learning sessions and environments. Engagement includes participating in discussion, learning activities, caring for live and simulation patients, and remaining attentive throughout the learning session. Preparation for classroom and lab learning

includes preclass assignments as noted in Canvas. Any student who is unwilling or unable to engage or is unprepared for the class/lab, will be dismissed from the learning session, resulting in an absence for that class/lab.

Clinical

Students in the clinical setting must be alert, prepared, and engaged in the learning experience in order to safely care for assigned patients. Any student arriving to clinical demonstrating cognitive impairment, lack of clinical preparation/preparedness, or unengagment in the learning will be dismissed from the clinical setting, resulting in a clinical absence. Students should not work within the 10 hours preceding the clinical experience or risk being sent home if the clinical instructor deems them unfit to practice.

Honesty and Integrity

Students must demonstrate honestly and integrity in all interactions within the academic and clinical settings. Lying, cheating, or other dishonest behaviors will result in immediate Administrative Failure (AF) from the course and dismissal from the nursing program.

Personal Appearance

Student's personal appearance and hygiene are expected to reflect the high standards of the nursing profession. Jeans and other casual attire are acceptable in the classroom setting, however should never be worn to a clinical setting or outside educational activity.

Revised: May, 2002; May, 2004; August, 2005; May, 2006; September, 2007, June, 2008; September, 2002; May, 2014; May, 2016; May, 2017; August, 2017; August, 2018, March, 2019

WORK-BASED LEARNING CLINICAL EXPERIENCES

Work-based learning (WBL) is an educational opportunity for students to apply learning to the professional workplace environment, preparing the nursing student for practice as a new graduate nurse. Work-based learning clinical experience have specific requirements per the healthcare facility. These requirements may be related to immunizations, background checks, drug testing, written documentation and/or orientation modules. These requirements must be fulfilled by the student by the deadline set by the healthcare facility or RVCC nursing program. Failure to meet these requirements in a timely manner may result in a student being unable to attend clinical until the requirements are met and a clinical absence. Continued non-compliance with meeting the clinical requirements may result in an Administrative Failure (AF) in the course per the excessive clinical absence policy.

- Clinical experiences are arranged in local health care facilities in New Hampshire and Vermont, and may be scheduled on days, evenings or weekends, with times beginning at 6:30am and ending at 10:00pm.

- Clinical agencies may require social security numbers in their entirety or in part for clinical requirements.

- Clinical placements are subject to availability and may require travel. Students are responsible for their own transportation.

- Illness/Injury within a clinical facility

- o Any student with an ill and/or injured during a clinical experience will receive treatment by and be billed for services by the clinical facility. Faculty will document the incident and report it to the Nursing Department Chairperson.

- Students will be required to complete background checks and drug screenings at the entrance to and throughout the duration of the nursing program. Background checks and drug screenings may have differing timeframes, locations, requirements and costs, depending upon individual clinical agency requirements.
    - o Costs of background checks and drug tests are of the responsibility of the student.
    - o Failure to complete background checks and/or drug screenings by RVCC and/or clinical agency-specified timeframes will result in a student being denied access to the work-based learning clinical resulting in an Administrative Failure (AF) in the nursing course.
    - o Students with a positive drug screen will be denied access to the work-based learning clinical resulting in an Administrative Failure (AF) in the nursing course.
    - o If a healthcare agency refuses to allow the student to participate in a work-based learning clinical experience based upon a criminal background check result, an Administrative Failure (AF) will result.

Required Documentation

The following documents are required by July 1st for all students entering the nursing program in the fall semester:
- Verification of current health insurance (photocopy of card)
- Current, unencumbered LNA licensure.
    - o Students must maintain throughout program and submit updated documentation accordingly.
- American Heart Association BLS for Healthcare Providers (photocopy of both sides of card).
    - o Students must maintain throughout program and submit updated documentation accordingly.
- Criminal background check.
    - o Castlebranch background check received prior to admission and as required by clinical agencies.
- Verification of two-step TB testing (first test placed, and then second test placed 1-3 weeks after first test), with appropriate follow-up/documentation for positive TB skin test results (Quantiferon Gold test) at the cost of the student. Returning senior students will need to have only a one-step TB test. Transfer senior students will be required to have a two-step TB test, as outlined above.
- Completed health history physical exam form with the following:
    - o Completed vaccine series OR immunity to the following diseases:
        - Varicella (Chicken Pox)
        - Measles, Mumps, Rubella (MMR)
        - Tetanus, Diptheria, Acellular Pertussis (TDaP)
        - Hepatitis B
            - Students may elect to sign a waiver to decline Hepatitis B vaccination only.
    - o All nursing students are required to have an annual influenza vaccine by October 1 of each calendar year or as designated by the Nursing Department Chair.

Students should keep a personal copy of all above documents as the nursing department cannot release the records or provide copies once received. The student health records are stored in a secure locked file cabinet in the nursing office.

MEDICATION POLICIES FOR NURSING STUDENTS

Medication Math Proficiency

Students must demonstrate medication math proficiency of 100% at the expected level of learning for the nursing course prior to administering medications in the clinical setting. Students will be given three (3) opportunities to achieve a 100% score on the exam. Students who fail to achieve proficiency after three (3) attempts will receive an Administrative Failure (AF) in the nursing course.

Students will be provided a sample math exam with expected conversions, abbreviations, and sample math problems at the beginning of each semester.

- Students scoring 100% proficiency on Math Exam #1 will be able to administer medications in clinical once medication administration competency skills are demonstrated in lab.

- Students scoring less then 100% proficiency on Math Exam #1 will be required to complete the following remediation:
  o Review Math Exam #1 with faculty to identify incorrect answers.
  o Complete 25 math practice problems and submit to faculty within 1 week.
  o Schedule to take Math Exam #2 prior to the next scheduled clinical day.
  Remediation must be completed prior to taking the subsequent math test.

- Students scoring less than 100% proficiency on Math Exam #2 will be required to complete the following remediation:
  o Review math exam #2 with faculty to identify incorrect answers
  o Meet with faculty advisor to discuss learning needs and implications of not achieving 100% on Math Exam #3.
  o Complete 50 math practice problems and submit to faculty within 1 week.
  o Schedule to take Math Exam #3 prior to the next scheduled clinical day.
  Remediation must be completed prior to taking the subsequent math test.

Students scoring less than the 100% proficiency on Math Exam #3 will receive an Administrative Failure (AF) in the course.

Administration of Narcotics
Students must administer controlled substances/narcotics under the supervision of the nursing clinical faculty and/or Registered Nurse who must co-sign the administration records per policy of the individual clinical site.

Administration of All Medications by Student ASN
Students will check and administer all medications under direct supervision of the nursing faculty and/or Registered Nurse per policy of the individual clinical site.

Administration of I.V. infusion and bolus medications by Student ASN

Beginning in the second semester, nursing students may administer IV infusion and IV push meds under direct supervision of nursing faculty and/or Registered Nurse per policy of the individual clinical site.

Calculations of I.V. pump or drip rate and medication doses

Students will check all dosage calculations and IV pump rates with nursing faculty and/or Registered Nurse before administering medication or regulating IV infusion therapy.
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All IV medication administration by nursing students *MUST* be supervised by nursing faculty or a Registered Nurse.

Revised: May, 2002; May, 2004; May, 2005, May, 2006; September, 2007; June, 2008; May, 2014; August, 2017; August, 2018; February, 2019

STUDENT ROLES AND RESPONSIBILITES

Work-based learning (WBL) is an educational opportunity for experiential learning in a professional workplace. Students are provided with preclinical competencies, a clinical orientation of the facility, and a Clinical Evaluation Tool (CET). It is the student's responsibility to understand the goals, objectives, and evaluation criteria for competencies as well as adherence to all policies, rules, and procedures set forth by RVCC, the academic department/program, and the assigned workplace.

The student in the work-based clinical learning environment is required to utilize professional behaviors, follow all the policies and procedures of the college, nursing program, and clinical agency as well as using clinical judgement to provide safe and effective nursing care to individuals assigned to their care.

Students are *NOT* permitted to:

- Perform delegated medical acts.
- Act as a witness under any circumstances or for any purpose.
- Provide second signature/check for controlled drugs, blood products, and medications listed as requiring independent double-checking, double signing and documentation.
- Provide telephone advice to discharged patients or their families.
- Perform any skill or procedure for which the student has not attained competency without the clinical instructor, preceptor or staff present.
- Take verbal or telephone orders.
- Carry narcotic keys.
- Remove medication from a medication cart / medication station system (e.g. Pyxis) without the supervision of the instructor or preceptor.
- Login to any medication station system, computer system, and/or health record system as anyone other than yourself. This includes logging in as an instructor or preceptor.
- Be left in sole charge of the department, work unit or any patient/resident.
- Transport patients/residents alone when the presence of an RN is required.
- Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient/resident.
- Remove a medical record or a printout of the medical record from the work unit.
- Falsify any patient/resident record or any other document prepared or used in the health care organization.

- Eat, drink, and chew gum in patient/resident care areas.

PROHIBITED CONDUCT

Students found guilty of any of the following prohibited conduct will be immediately dismissed from the nursing program.

- Reporting to clinical experience intoxicated or under the influence of alcohol or drugs.
- Use or consumption of alcohol or other intoxicating substances on health care organization premises.
- Selling or distributing illegal substances while on health care organization premises.
- Stealing from patients/residents, the health care organization, or employees.
- Any form of dishonesty.
- Sharing computer or medication station system - (e.g. Pyxis) login information.
- Login in as another person or use someone else's login information.
- Falsifying any patient/resident record or any other document prepared or used in the course of, or in conjunction with, patient/resident care.
- Disorderly conduct, including fighting; acting in an obscene manner or using obscene, abusive or threatening language; or horseplay.
- Smoking while in the role of a student nurse.
- Leaving the healthcare facility without the approval of the clinical faculty.
- Defacing or damaging the health care organization's property.
- Possession or use of firearms, fireworks, or any other weapon on health care organization's property.
- Use of health care organization's telephones or other equipment for personal matters.
- Insubordination.
- Failure to observe health care organization regulations and/or policies.
- Failure to maintain the confidentiality of health care organization matters, including matters relating to patients/residents.
- Any action that destroys good relations between the health care organization and its employees or between the health care organization and any of its suppliers or patients/residents.

UNIFORM DRESS CODE FOR NURSING STUDENTS

Students must present themselves in a clean, neat professional manner, when attending work-based learning clinical experiences within or outside the clinical agency. A student who is inappropriately dressed or presents with an unkempt appearance will be dismissed from the clinical experience and receive a clinical absence.

Clothing: All clothing should be conservative and in keeping with the nature of the health care organization image and appropriate to the nature and scope of the position. Clothing should be neat, clean, pressed, well-fitting and in good repair with no holes or wrinkles.

Uniform: Royal Blue uniform top and pants from the nursing uniform company. A solid color, short or long-sleeved top may be worn under the top for warmth or modesty.

Shoes: Shoes should provide good support and have a ***closed toe and heel.*** Clogs with a closed

                        toe and heel are permitted. No sandals. Athletic shoes are appropriate if they contain minimal logos or colors. Black and/or white colors are preferred.

ID Badge: An identification badge provided by the clinical agency must be worn. If the clinical agency does not provide a badge, the RVCC identification badge must be worn.

Watch: Student may use sweep-hand or calibrated digital display.

Emblem: The RVCC nursing emblem must be sewn on the left uniform sleeve, 2" from the shoulder seam to the top of the emblem. Emblems are to be applied to each shirt/lab coat.

Jewelry: No more than one, plain band ring. No more than two small post earrings in each ear. No tongue piercing. Avoid other visible body adornments.

Tattoos: Any body art must be covered while at clinical.

Fingernails: Should not extend beyond fingertips; intact nail polish may be worn. No artificial nails.

Hair: Neatly groomed and pulled back off and away from the face and shoulders.

Make-Up: In moderation. No use of scented cosmetics and toiletries.

Lab coat: White or royal blue only. A short lab coat or scrub coat may be worn at clinical. Identification should be visible. No other outer garment may be worn at clinical.

Cell Phone: Cell phones may only be used per the school and health care organization policy. Absolutely NO texting, NO pictures, or personal internet use during clinical.

Adapted from Centralized Clinical Placement Orientation Module Student Role and Responsibility
https://www.mass.edu/mcncps/orientation/m1StudentRole.asp
Revised August, 2018, February, 2019; April 2019

TECHNICAL STANDARDS FOR NURSING STUDENTS

All students in the River Valley Community College (RVCC) nursing programs must be able to perform diverse, complex, and specific functions and skills. These attributes include, but are not limited to personal and professional skills, physical agility, medical safety and other requirements that individuals must possess in order to be eligible for satisfactory completion of the program of study as well as for the desired field of nursing.

These attributes must be demonstrated with or without reasonable accommodation as described under the American's with Disabilities Act. The qualifications established by the faculty include but are not limited to the following essential technical standards:

MOTOR SKILLS
- The ability to perform full range of motion of body joints, fine motor movements of the hands, and the ability to stoop and bend.

- The ability to elicit information from patients by inspection, palpitation, auscultation, percussion and other assessment maneuvers.
- The ability to execute movements required to provide general care and treatment to patients in all health care settings including emergency treatment: e.g. transferring, lifting and turning clients, providing hygienic care, assisting patients in activities of daily living and providing cardiopulmonary resuscitation.
- The ability to lift up to 40 pounds of weight on a daily basis.
- The ability to carry objects weighing up to 40 pounds on a daily basis.
- The ability to push or pull an occupied wheelchair, stretcher or patient bed on a daily basis.

SENSORY/OBSERVATION/COMMUNICATION
- The ability to observe a patient accurately at a distance and close at hand. This requires functional use of the senses of vision and hearing.
- The ability to perceive the signs of disease and infection as manifested through physical examination, including from images of the body surfaces, palpable changes in various organs and tissues, and auditory information.
- The ability to closely examine images or other forms of output created by diagnostic equipment. The ability to observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications.
- The ability to use spoken and written English to communicate in a coherent manner with individuals of all professions and societal levels.
- The ability to convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment.
- The ability to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team.

PROFESSIONAL CONDUCT/BEHAVIORAL
- The ability to utilize intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and families.
- The ability to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances.
- The ability to recognize that one's own values, attitudes, beliefs, emotions, and experiences affect ones perceptions and relationships with others.
- The ability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- The ability to learn and abide by professional standards of practice.
- The ability to engage in patient care delivery in all settings and be able to deliver care to all patient including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.
- The ability to maintain composure when subjected to high stress levels.
- The ability to adapt effectively to changing environments, especially those with high tension levels.
- The ability to respond in an emotionally controlled manner in learning situations and emergencies

CONFIDENTIALITY OF HEALTH INFORMATION POLICY

The student will safeguard the client's right to privacy by maintaining confidentiality. Such communications may involve verbal discussions, written communication, or electronic communication. Only those people with an authorized need to know should have access to the protected information. Students will not discuss client problems in elevators, cafeteria, and lobby or in other inappropriate places.

Information discussed as an aspect of clinical or classroom teaching must not be discussed or repeated to other individuals. Students are prohibited from reading the medical records of family members and/or friends. Should faculty inadvertently assign the student to a family member or friend/acquaintance, the student is expected to request another assignment.

Disclosure of confidential information may subject the student to liability based on defamation or invasion of privacy, or HIPAA violation as well as immediate dismissal from the nursing program.

All information provided to students for clinical assignments will be "sanitized" by removing the information one could use to identify the patient or clinical setting.

Students are not allowed to remove any personal health information material from the clinical facility beyond what was provided to them by the faculty.

Students will abide by the policies established by the clinical setting. Violation of either college or healthcare facility HIPAA and/or privacy policies can result in disciplinary action up to and including dismissal from the RVCC nursing program.

Revised May, 2002; August, 2005; June, 2008; July, 2009; February, 2014, May, 2014; August, 2017; August, 2018; April 2019

RE-ENROLLMENT TO RVCC'S ASN NURSING PROGRAM POLICY

Nursing courses are sequential. Each course requires a letter grade of B- or higher and a minimum score on the Clinical Evaluation Tool in order to pass the course and progress to the next nursing course or graduate. Students who do not meet the minimum grades in the nursing course may apply for re-enrollment to repeat the nursing course. Students are offered one opportunity for re-enrollment. Both the clinical and the class must be repeated. Students must complete the entire nursing sequence of courses within five (5) years from the start of the first course (ADNR116R). Re-enrollment is contingent upon space for student in the course and upon majority approval by nursing faculty.

The student must follow these steps to apply for re-enrollment:
- o Submit a written request to the Department Chair
- o Scheduled a meeting with the Nursing Department Chair in the semester <u>prior</u> to the anticipated re-enrollment
- o Submit a written action plan for success to the Nursing Department Chair. The written action plan must include:
  - 1) Factors leading to the lack of progression
  - 2) A corrective action plan to remediate the factors that prevented the student from being successful
  - 3) A review of the student's college academic record

The Nursing Department Chairperson will:
- o Meet with the students seeking re-enrollment and discuss the process for re-enrollment.
- o Present the student's request for re-enrollment to nursing faculty at a regularly scheduled faculty meeting.
- o Determine if a consensus of > 50% of nursing faculty approve the decision for re-enrollment.
- o Communicate to the student the decision on re-enrollment.

Revised: May, 2006; August, 2007; April 2009, August, 2018; April 2019

EMERGENCY NOTIFICATION SYSTEM

RVCC students need to sign up for the emergency alert (RAVE) system and will receive notification from the college at the beginning of each semester with instructions of how to complete this action. The RAVE System is River Valley Community College's emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff. The RAVE System is designed to communicate with cell phones (text and voice messages), landlines, and e-mail systems, should a crisis, emergency situation or weather closure/delay occur on the RVCC campus. For more information on RVCC RAVE alerts, visit the college website.

Including the contact information RVCC has already sent to RAVE, you may choose to have up to 6 contacts total per person (such as daycare, family or friends, etc.) who can all be notified when a RAVE Alert is sent. Please visit https://www.getrave.com/login/rivervalley for more details.

RVCC administrators are responsible for cancelling classes. For college class cancellation policy, students should refer to the RVCC student handbook. Students must use their own judgment regarding safety in traveling. Missing a class due to inclement weather will be counted as an absence, unless RVCC has cancelled all classes. Students will be notified by clinical faculty in the event of cancellation of work-based learning clinical due to inclement weather. Clinical faculty will determine if it is necessary to make up RVCC cancelled days in order to meet clinical objectives.

Added: August, 2018

LNA/LPN LICENSE ISSUES POLICY

As a professional provider of nursing care in NH, a student is required to inform the Nursing Department chair of any potential issue related to their current nursing license. This includes any disciplinary action in any state or jurisdiction including reprimand, probation, suspension, revocation, educational or practice stipulations, fines, or voluntary surrender of license or certification. ***Failure to declare any legal violation or licensing issue prior to admission to, or while a current student of, the nursing program may result in immediate dismissal from the program.***

Legal violations or charges pending on a background check may require a student to withdraw from the nursing program until annulment of charges are granted.

Revised: May, 2004; August, 2005; July, 2006; June, 2008; January, 2009; August, 2010; September, 2012; May, 2014; May, 2015; August, 2018, April 2019.

GENERAL GRADING POLICY FOR NURSING

Nursing faculty will adhere to the College grading policy as defined in the College's Student Handbook. The letter grade for the classroom/laboratory learning in a nursing course will be determined as follows:
1. Grades for quizzes, tests, finals, papers, etc., will be computed on the 0-100 system. When the numerical average of these evaluation tools is taken, the following scale will be applied:

A =	93-100
A- =	90-92
B+ =	87-89
B =	83-86
B- =	80-82
C+ =	77-79
C =	73-76
C- =	70-72
D+=	67-69
D =	63-66
D- =	60-62

Numerical grades will be carried out one decimal place with $\geq$ 0.5 rounded up to the next highest grade.

2.   The clinical component of each nursing course will be evaluated at the end of the course. Refer to the Clinical Evaluation tool (CET) and the course syllabus for expectations and grading of the Clinical component of the course. Students who do not successfully achieve a minimum score on the CET will receive an Administrative Failure (AF) in the nursing course.

3.   In order to receive credit for a nursing course, the student must:
   a.   Achieve at least a minimum grade of B- (80), **and**
   b.   Achieve a minimum score on the expected performance for the level of learning on the Clinical Evaluation Tool.

4.   The faculty will evaluate each student according to course, level and/or terminal objectives.

5.   Prerequisite courses must be successfully passed with a grade of "C" in order to continue with the ASN program of study.

Approved March, 2003; Revised: March, 2005; June 2008; May, 2014; May, 2015; August, 2017; April 2019

VARIANCE REPORT/PERFORMANCE TOOLS/ACADEMIC & CLINICAL WARNINGS

Variance Reports, Performance Improvement Tools, and/or Academic/Clinical Warnings will be used to communicate to students in a formal fashion, any deviances from expected professional behaviors. Issues to be addressed include but are not limited to timeliness for written work, lack of clinical preparation, unsafe clinical practices, and non-professional behavior. Blank examples are listed on the following three pages.

A copy of each document will be given to the student after it is signed. This document will be placed in the student's Academic Folder.

Effective August, 1996. Revised May, 2006; August 2017; August, 2018

River Valley Community College
Department of Nursing
Concern/Incident/Behavior Variance

Student Name: _____

Faculty Name: _____

Semester: _____ Course Name and Number: _____

Concern/Incident/Behavior Variance:

Date:

Description of event:

Student Response:

Faculty Signature: _____Date: _____

Student Signature _____ Date: _____

Academic Advisor Notified (date and name of person notified): _____

Added: August, 2018

**River Valley Community College
Department of Nursing
Performance Improvement Tool**

Student Name: _____

Faculty Name: _____

Semester: _____ Course Name and Number: _____

☐ **Classroom**   ☐ **Lab**   ☐ **Clinical**

Grade/Skill/Procedure needing improvement: _____

Student written action plan for improvement (with timeline):

   In order to improve, I will do the following:

Action plan completion date:

Faculty Signature: _____Date: _____

Student Signature _____ Date: _____

Academic Advisor Notified (date and name of person notified): _____

Added: August, 2018

River Valley Community College
Department of Nursing
Academic/Clinical Warning

Student Name: _____

Faculty Name: _____

Semester: _____ Course Name and Number: _____

☐   **Academic**   **Grade:** _____

☐   **Clinical**   **Failure to Meet Objective/Competency**

Objective/Competency Name:

Date:

Description:

Student Action Plan with Timeline:

Action Plan Completion Date:

Faculty Signature: _____Date: _____

Student Signature _____ Date: _____

Academic Advisor Notified (date and name of person notified): _____

Added: August, 2018

STUDENT ACADEMIC FOLDER POLICY

The student's academic folder reflects the learner's progress toward achievement of course, clinical, and program objectives/outcomes. The academic folder is not considered a permanent part of the student's college record, and, therefore, is kept for a period of five year after completion of final nursing course. The academic folder is then destroyed by the department chair or designee. The content of the academic folder of enrolled students may be accessed by faculty to evaluate student progression.

The academic folders are kept in the nursing department in locked files. These folders shall include, but may not be limited to, the following documents:
1. Final student clinical evaluation tool for each course
2. Copies of Variances, Warnings, and Incidence Reports
3. Documentation of Health and Clinical Requirements

The academic folder is confidential. Only the student, the nursing faculty and the nursing department chair have access to this folder. Students sign an acknowledgement of the academic folder policy.

The Student Clinical Evaluation Tool is copied for the student at each evaluation conference. Original document is maintained in the student academic folder in the nursing department.

Students who wish to review the contents of their academic folder may do so in the presence of the Nursing Department Chairperson and/or nursing faculty. Students must request access to their folder in writing to the Department Chairperson.

The College policy on confidentiality of students' records is outlined in Student Rights and Responsibilities (*College Student Handbook*, 2017-2018) and is adhered to by the Nursing Department.

Revised September, 2003; May, 2004; August, 2005; September, 2007; June, 2008, July, 2009; September, 2012; May, 2014; May, 2015; May, 2018

ACADEMIC ADVISING FOLDER

When a student is admitted to the ASN Program, an academic advising file is started by the Nursing Department Chair. The academic advising file is used to guide student progress through the nursing program. The file contains the following documents.
♦ Student contact information
♦ RVCC Transcripts
♦ Other College Transcripts
♦ Curriculum Worksheet
♦ Communication Worksheet
♦ Copies of Transfer Credit Request for Evaluation

During the first semester, nursing students will be assigned a nursing faculty advisor who will work with them for the remainder of the nursing program. At the beginning of each semester, nursing faculty will meet with their advisees and update the curriculum worksheet adding courses the student took the previous semester or transferred in from another college. Toward the middle of the semester, the faculty will meet with student advisees to discuss course selection and assist with registration for the next semester. During advising sessions, faculty will also talk to the nursing student about their progress in the nursing program

and identify any at risk students. Faculty will offer referrals to appropriate resources to facilitate students' success in the nursing program.

At the end of each academic year, faculty advisors will return the advising file to the Department Chair who will maintain the files during the summer. When students graduate or leave the program, the advising file will returned to the Department Chair and maintained in a locked file for a period of 5 years.

Revised June, 2016 and August, 2018

DISABILITY STATEMENT - NURSING

The nursing department adheres to the River Valley Community College policy on reasonable accommodations and academic adjustments and with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which requires adjustments or accommodations for students with documented disability.

Nursing Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Disabilities Coordinator as soon as possible to enhance the likelihood that such accommodations are implemented in a timely fashion

Students seeking academic adjustments of accommodations must self -identify with the college Disability Coordinator in Claremont. The Coordinator can be reached at (603)542-7744 extension 5421. Appointments can be scheduled at the Keene Academic Center upon request.

After meeting with the Coordinator, students are *required* to meet with their nursing faculty and clinical instructors to discuss their needs, and if applicable any lab safety concerns related to their disabilities.

Revised August 2008; August, 2018.

TIME ALLOTMENT FOR PROGRAM COMPLETION

All nursing courses must be completed within five (5) years of the date of entry into the first nursing course. Students must follow the program of study requirements as published in the College catalog in the academic year of their acceptance into the ASN Nursing Program. Students must complete all programs requirements within three (3) semesters of completion of the ADNR 230 nursing course to graduate from the ASN Program.

Revised June 2008, September, 2012; May, 2015

ELECTRONIC COMMUNICATION POLICIES – EMAIL AND SOCIAL MEDIA

Assignment of Email accounts

- The nursing department follows Community College System of New Hampshire (CCSNH) Policy on Electronic Communication (Email). The electronic mail system is College property. Email lost as a result of redirection does not absolve the student from responsibilities associated with communication sent to his or her official college email address.

- The assignment of email accounts is created automatically for enrolled students within 24 hours of initial course registration. This is the only email address that will be recognized by the college for any required correspondence within a nursing course.

Students, faculty, and staff must include their full name as signature line to any email message. Professionalism is expected in all electronic communication via college email. Nursing students should check and respond to college emails **daily.** Nursing faculty will use College email or Canvas for correspondence with students regarding course information.

Email Etiquette

When sending emails to faculty, please follow the recommended professional guidelines:
- Use a properly descriptive subject line that consists of the course number (ADNR 105R) followed by a very brief phrase that summarized the subject of your message.
- Please refrain from using short, non-specific subject lines that have little to do with the actual message.
- Follow your greeting with at least one line of whitespace.
- Compose your email in paragraph form.
- State your request(s) succinctly with a timeline for your request included in your email.
- Use a proper closing and consider creating a signature closing.

Social Media Policy

Social Media: When making any entries on social media, students must consider the following:

- Everything typed may be publicly accessed,
- Who the audience is and who can see each posting,
- Whether postings will add or detract from the profession of nursing and their professional reputation,
- The need to establish professional boundaries, even between friends and family,
- At all times, to keep patient information private, including their assigned work unit and 'minor information' such as patient census or their shift, and
- The need to keep privacy settings reviewed and updated.

Students should be aware that the use of patient or patient-related photographs or the discussion of clinical issues in any public venue is treated in the same manner as personally identifiable health care information and is prohibited by federal law and the policies of the Department of Nursing. At no time should students post any clinical or patient-related material on a non-secure or social networking site. Failure to comply with this policy will result in dismissal from the program.

Added: August, 2018.

BY-LAWS FOR THE ASSOCIATE DEGREE IN NURSING CLUB

ARTICLE I – Name
The name of the club may be changed by a majority vote.

ARTICLE II – Purpose
The purpose of this club is to:
      A.   Promote interaction between classes of ASN students.
      B.   Provide school and community service.
      C.   Foster personal and professional growth.

ARTICLE III – Membership
Membership in this club shall include:
      A.   All freshman and senior ASN students and faculty are eligible for membership.
      B.   All freshman and senior ASN students and faculty listed on the membership roster is considered members.
      C.   All persons desiring membership will have their names placed on the membership roster by contacting the club secretary.

ARTICLE IV – Officers
      Two officers will be elected from the freshman class to begin club meetings the following year. These officers will not be given a specific title such as president, vice-president, etc. These officers will also not be obliged to stay in the position or take on any other position.

      The responsibilities of these two officers are as follows:
      ♦ To ensure the club begins meeting in the early part of the semester
      ♦ To introduce the club to the incoming freshmen class and explain to them what the club is and can be
      ♦ To facilitate the first two or three meetings to elect officers for the school year
      ♦ To ensure the club is recognized by the Student Senate at the beginning of the year.

Duties of the Officers:
      A.   <u>President:</u>
      The President shall preside at all meetings. He/she shall have and exercise general charge and supervision of the affairs of the club and shall perform other duties as may be assigned to him/her by the club.
      B.   <u>Vice-President</u>:
      At the request of the President, or in the event of his/her absence, the Vice-President shall perform the duties and exercise the power of the President. He/she shall perform duties as may be assigned.
      C.   <u>Secretary</u>:
      The Secretary shall be responsible for maintaining such books, documents, and papers as the club may determine. He/she shall perform other duties as may be assigned.
      D.   <u>Treasurer</u>:

The Treasurer shall be responsible for maintaining such financial books, documents, and papers as the club may determine. He/she shall open an account with the student senate to receive funds for the club. The account shall have the name of the Treasurer and one other officer on the

signature card though only one signature shall be needed to conduct business. The treasurer will provide financial information to the officers and club membership as requested and shall act with the faculty advisor to liaison with official interaction with the college.

ARTICLE V – Administration:
    A.   The club shall meet once a month or as scheduled.
    B.   A quorum shall consist of those present for a properly publicized meeting.

ARTICLE VI – Committees:
    A.   Committees and task forces may be appointed by the club President as necessary.
    B.   The club President will be a de-facto member of all committees.

ARTICLE VII – Rules and Regulations:
The club shall adopt such rules and regulations as may be necessary to implement more specifically the general principals found within these By-Laws, subject to approval of the club. Such rules and regulations shall be a part of the By-Laws, except that they may be amended or repealed at any regular meeting at which % members representing a balanced group from both classes and one faculty member are present. Such changes shall become effective when approved by the club.

ARTICLE VIII – Amendments:
These By-Laws may be amended by a vote of members present at two consecutive meetings representing a balanced group from both classes and one faculty member. Proposed changes shall be made available to the club membership at least one month prior to the date on which action is proposed and may be made verbally or in written form.

ARTICLE IX – Effective Date:
These By-Laws were established by the AD Program Club on September 1988. By-laws are reviewed and approved by program students, program director, and nursing faculty.

Revised: May, 2004; April, 2005; August, 2008

NURSING PINNING CEREMONY

Purpose: To celebrate passage from student nurse to graduate status. The "Pinning Ceremony" is an institutional College approved ceremony to recognize student completion of the nursing program. It is meant to be developed jointly with the staff and faculty of the College and the individual graduates. A respectful and relevant ceremony that honors the nursing graduates and that is in congruent with the College mission and philosophy should be planned.

Guidelines: 1.   Discussions regarding the pinning ceremony will begin in the first-year fall semester of every year.

2. Participants in the student-nurse club, both first and second level students, will work together to plan, organize and conduct the pinning ceremony.

3. Students will identify a nursing faculty to serve as advisor for the nursing club.

4. The ceremony is scheduled in the last weeks of the final semester of the program and, does not conflict with graduation.

5. By the end of the fall semester, students will develop a time line and budget for the pinning ceremony and submit for review and approval by the ASN Department Chair in January.

6. Students will be responsible for funding the ceremony. Money for the pinning ceremony is earned by the nursing class through senate approved activities.

7. Monies from the college-operating budget cannot be utilized.

8. The College campus can be used rent free but must be requested ahead of time in writing. If another location is desired, the request and fee for this rental shall be submitted in writing for approval by the senate for funding. The facility chosen should be an easy drive from the College and no more than one hour from the Claremont campus. Arrangements must be made and approved before the end of the fall semester.

9. Students will be responsible for preparing and sending out invitations a minimum of three weeks prior to the ceremony. The Nursing Department Chair must approve the invitations prior to printing.

10. Invitations should be distributed to the College Faculty, College Administration, and Clinical Facilities.

11. Ceremony speaker/s and their topics should be discussed by the nursing class and faculty club advisor.

12. A ceremony plan will be developed and then a program printed for the ceremony a minimum of one week prior to the ceremony date. Students will be responsible for printing the ceremony program.

13. Students will be responsible for "set-up" prior to and "clean-up" activities following the ceremony.

14. Alcohol cannot be available prior to or during the ceremony. The College prohibits the use of tobacco and alcohol on its premises.

15. Students will meet with the Nursing Department Chairperson during the first month of the fourth semester and prepare in writing a "Written Request" that outlines plans for the pinning ceremony. This request will seek permission to conduct the ceremony and will include the following information:

    a. Request for college room utilization or indicate place of ceremony.

b.   Date and time of ceremony; speakers planned
c.   Identification of faculty advisor
d.   Proposed diagram of room layout (placement of chairs, table, etc.)
e.   Estimate of number of invited guests
f.   Indicate if pins are used in ceremony
g.   Indicate the required attire for the ceremony
h.   Brief summary of program

16. Upon approval, the Nursing Department Chair will forward the plan to the Building Maintenance Supervisor or facility providing ceremony space.

Revised November, 2004; September, 2007; August, 2008; August, 2014, August, 2017; August, 2018

Program Policies Attestation Form

I, (print name) _____, read the policy regarding Students' Academic Folders and the confidentiality of health information. I acknowledge the right of program nursing faculty and of the nursing department chair to have access to my academic file, clinical file and my health records.

_____   _____
Signature   Date

Confidentiality/HIPAA Policy
I understand and agree in the performance of my duties as a student at a clinical affiliation, I must hold personal, medical, administrative and financial information in confidence. Further, I will follow the "Confidentiality of Health Information" policy in this Nursing Student Handbook and understand that intentional or involuntary violation of a client's or agency's confidentiality or HIPAA violation may result in an immediate end of my clinical privileges with affiliate health agencies and may subject me to dismissal from the nursing program, in addition to possible state and governmental fines/penalties levied. Furthermore, course and clinical time missed during the semester college and/or clinical agency's investigation may render the student unable to progress programmatically until an outcome has been resolved.

_____   _____
Student Signature   Date

Technical Standards for Nursing
I reviewed the Technical Standards for Nursing in my Student Handbook. I agree to meet these standards with or without accommodations. I understand that appropriate accommodations may be available to me, if I seek and work with the Disabilities Coordinator at the College.

_____   _____
Student Signature   Date

Nursing Department use of Student Class Work
I give permission for my classwork to be retained within the nursing department and shared with accrediting bodies.

_____   _____
Student Signature   Date

Nursing Student Handbook/Nursing Department Code of Conduct
I am aware that I have access to the ASN Student Handbook on Canvas. I understand I am accountable for the information and policies contained in this Handbook. I agree to follow the RVCC Nursing Department Code of Conduct.

_____   _____
Student Signature   Date

Proof of Medical Insurance, ARC/AHA Healthcare CPR Certification, current, unencumbered NH LNA or LPN
Licensure for Clinical Agency Requirements
As an RVCC nursing student, I understand that I must maintain medical insurance, AHA or ARC healthcare provider CPR certification, and current, unencumbered NH LNA or LPN licensure throughout the duration of nursing program participation.

_____   _____
Student Signature   Date

Drug and Criminal Background Testing
I understand a positive result on a drug screen during the semester may result in withdrawal from the nursing program. Furthermore, I understand a positive result on a criminal background test may result in inability to participate in clinical rotations, leading to withdrawal from the nursing program. In addition, pending criminal charges may prevent programmatic entry or result in programmatic dismissal.

_____   _____
Student Signature   Date

Social Security Request
I understand that my Social Security number is required to gain access to computer systems at sites where I will perform clinical rotations while in the RVCC Nursing Program. I grant my permission for my social security number to be shared with the clinical sites' IT Departments prior to clinical rotations with the understanding that this information will be discarded/destroyed at the end of student-nursing tenure at RVCC.

_____   _____
Student Signature   Date

Student signature above signifies understanding, agreement, and/or permission as stated in the policies above.